
Purpose

To describe ways to use computer reports in managing WIC food dollars at the local agency and state level.

Reports

The following reports can be used to track food dollar expenditures, obligations, and food package costs. Information contained in these reports is used for monitoring food dollars at the state and local level and per participant cost.

**280 Monthly
Expenditure
And
Obligation
Report**

The 280 (Monthly Expenditure and Obligation Report) may be used to assess the number of Food Instruments (FI) issued, voided, lost/stolen and cashed, and to monitor food dollars obligated, expended and outstanding.

The bottom of the report indicates all FI's cashed early, all FI's cashed late, and all FI's with no issuance information.

The local agency WIC Director/Coordinator should review this report and use the information when monitoring the agency's status for FI's issued and voided, FI's cashed early or late, and FI's with no issuance information.

**284 Vendor
Replacement
Food
Instrument
Report**

The 284 (Vendor Replacement Food Instrument Report) provides information to identify the expenditures of each replacement FI issued.

The report lists the number of the replacement check and the original FI number. It also lists the process date of the FI, the original amount of the FI and the amount actually paid by the bank. It also lists the number of FI's replaced within each reason code.

This report should be used in combination with the 280 report to assess actual food dollars expended. The total amount paid by the bank should be added to the total amount cashed on the bottom of the 280 report to accurately reflect total food dollars expended.

This report is run at the state level and sent to the local agency on a monthly basis to be used in tracking total food dollar expenditures when added to the 280 report.

**286 Monthly
Rebate
Assessment
Report**

The 286 (Monthly Rebate Assessment Report) counts by category (concentrate, powdered, and ready to feed) the total number of cans of infant formula redeemed by contract formula name and can size. The report also lists number of drafts redeemed, per unit rebate price per can and total rebate dollars.

The bottom of the report counts number of cans redeemed by issue month for the current month, and three previous months, and rebate dollars.

This report should be used by the local agency director to track total food dollars expended by subtracting the total rebate amount from the total of the 280 and 284 reports.

This report is run only at the state level and will be sent to the local agency on a monthly basis.

**293 Food
Package Cost
By Status
Report**

The 293 (Food Package Cost by Status Report) may be considered both a participation report and a financial report. When used as a financial report, it provides food package cost by status, for the **close out** month, by local agency.

This report is useful in tracking food package cost by status and food package cost per participant by status. It also provides an average food package cost per participant for the agency.

This report is run at the state level and sent to the local agency monthly. It is useful in monitoring food package costs for the agency.

**260 Food Instrument
Inventory Report**

This report is a list by FI number of all checks issued to a Local Agency, but not recorded in the system as issued or voided.

The first part of the report lists each range of checks allocated to the agency and the number of checks in each range allocated. The second part of the report lists the ranges of checks that have not been issued or voided. In other words, they have not been accounted for in the system.

This report is run at the state level and is sent to the Local Agency every other month. Agencies are asked to complete the report by locating the checks and indicating the status of the check as shown on the sample form. (pg. 2d)

Checks identified as needing voiding, should be voided as soon as possible.

Food Instrument Inventory

Local Agency: _____

Date: _____

Completed by: _____

FI Number FROM	FI Number TO	Indicate status of check. (location, voided, unused, not issued)

SAMPLE

Food Instrument Inventory

Local Agency: West Central Community Hospital

Date: January 30, 2003

Completed by: J. McDonald

FI Number FROM	FI Number TO	Indicate status of check. (location, voided, unused, not issued)
88888880	88888882	Voided on 1/27/03
88888895	88888895	Voided on 1/27/03
88888900	88889000	At main agency – not issued
86000000	86000200	Bloomville clinic – currently using
86000201	86000500	Johnstown clinic – unused